**Name - \_\_\_Cal Sinn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Identify key questions you might use in your coaching conversation.*

|  |  |
| --- | --- |
| **Key Areas** | **Observation Notes** |
| * Type of Coaching Conversation * Directive/ Instructional * Collaborative * Facilitative/ Supportive | * Which type of Coaching Conversation is being planned?   Facilitative/Supportive |
| * Purpose of the Coaching Conversation | * Planning for the merger of GHAEA and how the coordination of the Prevention Through Mentoring Program will be designed in the new agency to assure consistency throughout the new agency. |
| * ***O****bjective Questions* * The “what” * Invitation to the conversation | * 1. What is the current situation with the vacancy in Page County? * 2. What is the fallout of the termination of the Page County Coordinator? * 3. What would you like to achieve as a desired outcome? * 4. What is the impact on the Comprehensive Grant? |
| * *Reflective Questions* * The “what about the what” * Emotional | * 1. What will be the reaction by Page County if we hire 1 F/T coordinator instead of 2 P/T coordinators? * 2. Why do you think Page County is unwilling to share a coordinator with Mills County? |
| * ***I****nterpretive Questions* * The “so what” * Brainstorming | * 1. What will we have to do as an agency to respond to any negative customer relations in Page County, if we hire 1 F/T coordinator? * 2. Whatoptions do we have replace our vacancy? * 3. What options do we have to assure consistency of this program throughout GHAEA? |
| * ***D****ecisional Questions* * The “now what” * Identifies specifics “next steps” to be taken | * 1. What are our next steps? * 2. What will you do? * 3. What will I do? * 4. What will we do together? |
| * *Based on the Decision, what are the responsibilities of the administrator?*   *This area will be completed after the conversation – to summarize the “next steps” of the administrator.* | 1. The supervisor will contact service agencies in Page County to determine the possibility of sub-contracting for a coordinator. 2. The supervisor will arrange a meeting with the IDPH, Prevention Specialty, Inc and the AEA to discuss service in GHAEA. 3. The supervisor will calculate the impact on the Comprehensive Grant of the different options discussed |
| * *Based on the Decision, what are my responsibilities?*   *This area will be completed after the conversation – to summarize the “next steps” and responsibilities of the coach.* | * 1. The Coach will do a cost analysis of employing a P/T vs F/T coordinator. * 2. The Coach will meet with IDPH, Prevention Specialty, Inc and the supervisor. * 3. The Coach will schedule a follow-up meeting with the supervisor. |

**Reflection on the Coaching Conversation**

**Name: Cal Sinn**

**Date: January 20, 2010**

**Type of Coaching Conversation: Directive/Supportive Collaborative Facilitative/Supportive**

**Facilitative/Supportive**

**Reflect on the coaching conversation you completed with the administrator:**

**What impact did planning for the conversation, including the development of the ORID questions, have on the coaching conference itself?**

1. **I was much more prepared for the conference and better able to be more flexible, if I had not pre-planned.**
2. **It allowed me to also listen more attentively and not be thinking what my next question would be.**
3. **Pre-planning just makes me much more relaxed during coaching conversations because I feel better prepared and more in control of my personal situation.**

**What was most challenging for you during the conversation? Most pleasing?**

**Most Challenging: There is so much information and complexities to deal with our agency’s grant programs, that it is very difficult to keep it all straight. This particular supervisor can be very random and many times the coach has to re-direct her back to the focused outcome.**

**Most Pleasing: To hear the participant say “thank you, this really got me to think of some other ideas and options.”**

**What might be some things you would do differently/the same in your next conversation?**

**Same: Continue to pre-plan and give the conference more thought prior to the conference and continue to work on being flexible during the conference, but at the same time help the participant stay focused on the desired outcome.**

**Different: I’m not sure I would do anything differently, other than continue to focus to be a reflective listener.**

**What techniques will you specifically address in your next coaching conversation?**

**Pausing, because sometimes I am not good with periods of silence during a conversation.**